

POSITION DESCRIPTION

NATIONAL PLANT BOARD EXECUTIVE DIRECTOR

Summary

The position of Executive Director is chief salaried staff officer of the National Plant Board (NPB) who provides administrative leadership by managing and directing policies and operational programs approved by the NPB Board of Directors. The incumbent is expected to perform assigned duties within the limits of the NPB Constitution Bylaws and policies.

Relationship

The Executive Director is supervised directly by the National Plant Board President. The incumbent is expected to serve as a liaison between the National Plant Board, National Association of State Departments of Agriculture (NASDA), and other agencies and organizations to ensure effective working relationships are developed and maintained. The Executive Director serves as an ex-officio and non-voting member of the NPB Board of Directors.

Duties

1. Develop and maintain effective working relationships as a liaison with NPB members, regional plant boards, NASDA, United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine Program (USDA APHIS PPQ), and other associations and organizations.
2. Request from each regional plant board secretary-treasurer copies of the resolutions or policies passed, a list of officers, and other NPB committee representatives selected at their regional meetings.
3. In conjunction with the NPB President, NPB Vice President, and the NPB Local Arrangements Chair, develop the program and other activities for the annual NPB meeting. A mutual agreement on the meeting duties of each of these three should be the first item in this program planning. The annual meeting program should be finalized by June 1.
4. Provide the NPB Board of Directors copies of regional plant board resolutions, and any other information that may prepare them for the meeting.
5. Facilitate the recording of the minutes of the NPB Board of Directors meetings and the minutes of the annual NPB meeting.
6. Provide the NPB Annual Meeting Local Arrangements Chair, a copy of the attendance record of the previous meeting, and a copy of the mailing list.

7. Maintain lists of NPB members, officers, committees, NPB Board of Directors members, and regional plant board officers.
8. Prepare, sign and have countersigned by the NPB President any Testimonials of Appreciation or Testimonials of Recognition, that may have been authorized by the NPB Board of Directors. Send these, with appropriate letters or other supporting information, to the honored person or persons.
9. Plan and attend in cooperation with the National Plant Board President, and USDA APHIS PPQ Management Team joint meetings of the NPB Board of Directors and USDA APHIS PPQ Management Team.
10. Conduct telephone polling and/or prepare and record mail ballots on items of official business being considered by the NPB President and NPB Board of Directors.
11. Attend annual regional plant board meetings, NASDA annual meetings, North American Plant Protection Organization (NAPPO) annual meeting and other meetings as directed by the NPB President.
12. Receive annual recommendations from the regional plant boards for nominees for the Entomological Society of America (ESA) Distinguished Achievement Award in Regulatory Entomology, the NASDA Honor Award, and the Carl E. Carlson Distinguished Achievement Award. Solicit nomination packets for each award from regional plant boards and provide all regional plant board nominee information packets to the NPB Awards Committee by June 1.
13. Conduct other duties as assigned by the NPB President.
14. Implement all policies and programs authorized by the NPB President and NPB Board of Directors.
15. Develop in conjunction with the NPB Secretary-Treasurer the annual budget for consideration and adoption by the NPB Board of Directors.
16. Conduct necessary correspondence and records management.
17. Maintain the National Plant Board Manual.
18. Facilitate the maintenance and development of the National Plant Board website.

Position description approved August 16, 2000 .